

HOW TO AMEND A FILED EXPENDITURE

When you log into the e-filing system, the first page you will see is your home page. On this page you can choose what action you would like to perform in the action menu. You can also see a schedule of upcoming reports.

Q: What is a "Filed Expenditure?"

A: It is an expenditure that is in a report that you have already filed.

IMPORTANT REMINDER

Whenever you make a change to a filed expenditure, you will have to file an amended report.

When you are finished making all the changes:

1. Click on the **VIEW/FILE REPORTS** tab at the top of the screen.
2. In the Filing History table, find the report that contains the expenditures you amended.
3. Click the **AMEND** link next to the report name.

Step 1: Click on the **AMEND A FILED EXPENDITURE** button in the action menu on your homepage.

What do you want to do today?		
Enter a Contribution	File a Report	Enter an Expenditure
Amend a Filed Contribution	Search Transactions	Amend a Filed Expenditure
View / Amend an Unfiled Contribution		View / Amend an Unfiled Expenditure
Enter / Amend a Loan		Enter / Amend a Debt

Step 2: You have two options to find the expenditure you want to amend, delete or return. You can simply click the **FIND EXPENDITURE** button to get a list of all your expenditures, or you can also use the search criteria to find a specific type of expenditure.

Expenditure	
Type	All ▼
Date From	<input type="text"/>
Date Through	<input type="text"/>
Amount From	<input type="text"/>
Amount Through	<input type="text"/>
External Reference ID [for EDI users only]	<input type="text"/>
Payee	
Payee Type	All ▼
<input type="button" value="Find Expenditure"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/>	

Step 3: When you have a list of expenditures, select the action you want to take by clicking on **AMEND**, **DELETE** or **RETURN** for the expenditure you want to change.

Payee	Payee Type	Expenditure Type	Expenditure Date	Amount	Offset	Amended			
ACME PRINTING	Business	Monetary (Itemized)	09/09/2014	\$2,500.00	No	No	Amend	Delete	Return

HOW TO AMEND A FILED EXPENDITURE (cont.)

DID YOU KNOW...?

You only have to enter a payee's information into the e-filing system once. If you have another expenditure to the same payee, you can save time by doing a simple search for the payee and clicking on the name in the search results. The payee's information will be entered automatically.



When you make a change to a filed expenditure, you will have to file an amended report.

To make a change to the PAYEE:

Step 1: Select **ADD** or **SELECT A DIFFERENT PAYEE** to change all the information about a payee. You could use this if you made a mistake and entered the wrong payee.

OR


Select **UPDATE INFORMATION ABOUT THIS PAYEE** if the payee is correct but you need to make changes to specific information.

Payee	
If a change to the payee is required, select the type of change needed, and click <i>Proceed with Payee Change</i>	
<input type="radio"/> Add or select a different payee	
<input type="radio"/> Update information about this payee	
Proceed with Payee Change	
Payee Type:	Business
Name:	ACME PRINTING
Address:	10 MAIN ST
City/State/Zip:	AUGUSTA, ME 04330

Step 2: Click **PROCEED WITH PAYEE CHANGE**.


Step 3: Enter the changes to the payee information.

Step 4: Click **SAVE** at the bottom of the screen. After you click the save button, you will get confirmation that the expenditure was amended.


 Expenditure has been successfully updated.

To make a change to the EXPENDITURE:

Step 1: Make the change to the expenditure purpose, date, amount or explanation.

Expenditure	
Purpose	Print media ads only (newspapers, magazines, etc.) ▼
Expenditure Date *	9/10/2014 
Expenditure Amount *	327.00
Explanation of Purpose *	PALMCARDS

Step 2: Click the **SAVE** button. After you click the save button, you will get confirmation that the expenditure was amended.

 Expenditure has been successfully updated.